

Key Policy and Procedure

Grace United Methodist Church of Merritt Island
(321) 452-2420

Trustee Review: 8/24/2026

Council Approval (CYPP updates): May 10, 2022

Unless specified, the term “key” refers to all types of door locking systems (physical key, swipe cards, codes, fobs)

Sanctuary, Fellowship Hall, and E&A electronic lock systems will be kept in “lock” during business hours. Exception – Sanctuary, Sunday “unlocked” from 8:30–12:00.

Keys and Key Accountability

- Keys are issued by the Facility Manager (FM) by delegated authority from the Trustees.
- It is the responsibility of the FM to train the user on the Sanctuary and E&A alarm system associated with the key. It is the responsibility of the user to maintain proficiently in turning the alarms on/off.
- An annual audit of keys will be performed by the FM or trusted designee. Issues and results will be reported to Trustees.
- FM will maintain a log of keys assigned. (Rm 109)
- Only one type of entry access key will be issued to individuals. Some master key sets and special sets may contain both. (example: No hard key and swipe for the same door)
- Physical keys will be kept by FM in one location (key lockers E&A Rm 109). Keys will be duplicated only by the FM as needed and provided to users.
- Key assignments are based on need as determined by the FM. Keys will not be issued for events held during church business hours. Both card and physical keys are requested using **GUMC Key/Swipe Card Application**.
- All persons requesting building entry keys must have a current background check accepted prior to key issue. In addition, an annual on-line Child Youth Protection Policy (CYPP) training is required. See Admin Assistant for details and for recorded completion. Keys will be returned if/when checks expire.

Exterior Building Entry Key = Child Access = Background Check

- Does not include exterior storage areas such as the gates, sheds, workrooms, or parsonage
- There is a fee for background checks, renewed every 3 years
- See Church Admin Assistant for paperwork and fee schedule
- Background checks belong to the GUMC and are not transferrable. (i.e. School System, Scouts). Exception: Pastor’s background check and CYPP training is controlled by the FL Conference.

- Staff may provide work area access during work hours

Key Assignments		Fee paid by GUMC ¹
³ Pastor; FM; ³ Emergency master set; Lock Crew ² , E&A Fire “Knox” box	All Exterior keys- Hard Key, Swipe Pastor’s Exterior Door, Swipe – Hard Key. ³ Note: These are the only sets that contain both hard key and swipe/fob.	Yes
Staff	Office key; Exterior Swipe Key	Yes
Pre-School Staff	Room key; Director has special room key, Padlock, and Exterior E&A	Pre-school
Custodial – for access after hours	Janitor Closets Exterior Fellowship Hall; Exterior Sanctuary; Exterior E&A;	Yes
Food Pantry Coordinator	Exterior Fellowship Hall; Food Pantry Rooms A&B; Gvt food room (leader), Scout Rm 305.	No
Scout Leaders	Exterior Fellowship Hall	No
Scout Master; GUMC liaison	Storage - Room 306	No
Special Events	Background check must be performed or anyone assigned external keys	No
¹ If any person performing a critical function for the church cannot afford the fee, the fee may be paid on request ² Lock Crew background check fee may be paid by Trustees, upon request Key Codes 01 Sanctuary 02 Fellowship Hall 03 Scout Building 04 E & A xx Misc Keys M Master		

Records

The completed and signed **GUMC Key/Swipe Card Application** is the primary source of key information and are considered source records

- Once all keys are returned, remove from the binder and filed in the cabinet for archive purposes for no less than five years.
- If key has been lost or stolen, and not replaced, the form will be removed from the active accounts, but retained in a separate section of the binder for no less than five years.

Current spread sheet records maintained by the FM may be used as secondary source, not the record source, for information. This information could contain the annual key audit information for each year.

Returns

Key Card(s) returned to FM will be updated in Win-Pak Software. Original **GUMC Key/Swipe Card Application** will be removed from the log (see Records)
Physical key will be returned to FM.

Lost/Damaged (Not due to wear and tear)

Applicable when keys cannot be located for a period greater than 48 hrs.

- A replacement cost fine of \$10 will be charged for each lost/damaged key
- Report lost keys to FM, as required on the **GUMC Key/Swipe Card Application**. Search of personal space and GUMC property will be conducted by person losing keys
- Inform the receptionists to be on the lookout for the keys
- Write a detailed lost item Report by Person losing the keys and FM.
- Original **GUMC Key/Swipe Card Application** will be kept in a separate section of the log, along with the written Report. Report information will include what, where, and who of the loss. The report will be signed and dated by both parties. for traceability.

Stolen Keys

- A Police report should be filed with the Brevard County Sherriff's Office as soon as possible to provide potential insurance documentation by the FM
- FM will inform Board of Trustee Chairman. Board of Trustees, at the next meeting or other means, will evaluate the loss for possible campus re-keying. Minutes will so note.
- Original **GUMC Key/Swipe Card Application** will be kept in the back of the log with the Police report for future issues or tracing any found keys back to those lost

<i>Key Form attached for Reference. Form is maintained in the Facility Maintenance Manual Vol 1 Appendix A.1.</i>
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GUMC Key/Swipe Card Application **Example pg 1/2**

Name: _____

Last

First

Phone Number: (h): _____ (w): _____ (c): _____

Building(s)/ Room(s): _____

Exterior Keys: ☐ No ☐ Yes ☐ FM Verified CYPP/ Background Complete ☐ fee
date: _____ waived

Reason for Key Access:

☐ Staff ☐ Preschool ☐ Scouts ☐ Other: _____

I agree to the following terms and conditions for the key/swipe card that I have requested.

- ☐ I will not make a copy of this key for any reason
- ☐ I will not loan the key/swipe card to anyone for any reason
- ☐ I will immediately report a lost/stolen/misplaced key/swipe card to the Facility Manager and I agree to pay \$10 for each lost or damaged key assigned to me
- ☐ I will produce my key during the annual key audit
- ☐ I will return this key/swipe card to the Facility Manager at the conclusion of my term in office. (Do not pass it on to the next person in office.)
- ☐ I have been trained on the Alarm Systems my key accesses or
☐ NA

Alarm Training, from the Facility Manager or Receptionist, is required for people issued Sanctuary and E&A Building keys. I understand I may be financially responsible for any costs associated with false alarms.

Signature: _____ Date: _____

Issued by: _____

Swipe Card Number:

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Key(s) Number Issued to individual Be sure to indicate any Master keys (M)

Key(s) Number Returned by individual

Key(s) Number Reissued (Lost, Stolen, Damaged) to individual

Rev: 7/29/2026 (original 6/2015)

Annual Key Audit/Inventory **Example pg 2/2**

1. The listed applicant will re-read the terms and conditions
2. Applicants with exterior building access (E&A, FH, Sanctuary) will:
 - a. If requested, retrain on the alarm systems
 - b. Meet Background Check requirements (FM/Admin Assistant), PRIOR TO REISSUING EXTERIOR ACCESS.
3. Facility Manager will verify keys presented against info on page 1
4. FM is the facility manager or designated auditor

date	Read Terms - includes alarm Applicant Initial	Background Verified or NA FM initial verified	FM Verified initial	Notes: EXAMPLES
3/18/22	C.O	na	<i>QB</i>	none
3/18/23	C.O	<i>QB</i>	<i>QB</i>	new key set, alarm trained.
1/2/24	C.O	<i>QB</i>	<i>QB</i>	alarm retrained. Chronic alarm offender needed remediation.

To: All GUMC Key Holders
From: xx, Trustee Chair
Date: xx

Subject: Annual Key Audit **EXAMPLE**

Throughout xx and xx, a 100% accounting of all keys (both the physical keys and the swipe cards) will be performed by the FM. The Trustee *Key Policy and Procedure* document requires an annual audit of all keys to ensure the security of our campus.

Remember it is the responsibility of each key holder to keep our campus safe and secure. For the safety of the preschooler's and other users of our campus, always close and lock any doors you have opened. Never prop doors open unless you have total visibility to the door. This is a concern for intruders and others who may gain unauthorized access to our facilities. This has happened!

Please call 321 452-2420, the church receptionist, during normal business hours (Monxx - Thursxx. from xx to xx) to leave a message for Facility Manager. He will call you back to schedule a time to sit down with you for the audit.

You will be asked to:

- Provide all of your keys
- Provide why and where you need the keys
- Re-read and agree with the original *GUMC Key/Swipe Card Application*, and initial with the current date.